

## **MEETING MINUTES**

### **MILPITAS COMMUNITY ADVISORY COMMISSION Milpitas City Hall, Committee Meeting Room Wednesday, February 1, 2017**

- I. **Call to Order & Roll Call** Chair Mohsin called the meeting to order at 7:00 PM  
Present: Chair Mohsin, Commissioners Bilbao, Leon, Manassau, Rosario, Sharma, Truong  
  
Alternate Commissioners Present: Chen, Gandhi  
  
Excused Absence: Kathapurkar, Lee  
  
Absent: Bell  
  
Commissioner Batilo was absent at roll call and arrived at 7:15 PM
- II. **Seating of Alternates** – Chen, Gandhi
- III. **Pledge of Allegiance** – Chair Mohsin led the Pledge of Allegiance
- IV. **Approval of Agenda** – Commissioner Rosario motioned, and Commissioner Leon seconded, for approval of the agenda. Motion carried unanimously.
- V. **Approval of Minutes – Minutes of January 4, 2017** – Commissioner Bilbao motioned, and Commissioner Manassau seconded, for approval of the meeting minutes. Motion carried unanimously.
- VI. **Public Forum** – No speakers
- VII. **Announcements** – Staff Liaison Tim Wong announced that on January 17 the City Council approved the CDBG funding priorities with no changes to them.
- VIII. **Liaison Report** – Vice Mayor Grilli said the City Council is learning to work together as a new council and had a study session to discuss procedures and protocol, and will have study sessions to review the council handbook and set priorities.
- IX. **Business Items**
  - A. **Spring Cleanup Day**

The Spring Cleanup Day subcommittee was directed to provide a list of possible areas for the next event but was unable to meet. Commissioner Sharma suggested the Mobile Lodge Mobile Home Park for the next event and all commissioner were in favor of this location. Commissioner Sharma will take the lead and contact the site manager.
  - B. **CDBG Program**

Mr. Wong will hold a workshop on February 21 at 6:00 PM for commissioners who wish to review the CDBG program. This year staff will provide hard copies of the applications and background information, including financials, will be provided on a USB flash drive.

### **C. CAC Budget/Donations Strategy**

There is approximately \$400 remaining in the CAC budget. Chair Mohsin suggested purchasing a \$200 Visa gift card to use for water, coffee and snacks for the commission's events and there was discussion regarding business cards for the commissioners. Mr. Wong will see if the \$200 Visa card is an eligible expense and get pricing information for a box of 250 business cards.

### **D. Neighborhood Beautification Awards**

This item was placed on the agenda so that the commissioners could recommend program changes and improvements. The commissioners will review the program criteria to see where they may wish to make changes. There were no immediate changes made at the meeting.

### **E. National Night Out**

Chair Mohsin recommended the commissioners reach out to neighbors and other commissions to encourage them to participate, and would like to reach out to the neighborhoods that did not have block parties to discuss the value of National Night Out.

The subcommittee should meet immediately and plan to discuss this item again at the April meeting.

- X. Commissioners Round Table** – Commissioner Truong asked about the Brown Act and Mr. Wong will provide Brown Act materials. Vice Chair Batilo said that Milpitas Cares can volunteer for either March 25 or April 1 and it would be good if one of those dates can be coordinated with the Mobile Lodge Mobile Home Park for the Spring Cleanup Day.

There was discussion about creating a Cultural subcommittee and this item will be agendized for a future meeting.

### **Review Subcommittee Member Assignments and Update as Needed**

Make a Difference Day:	Batilo, Mohsin, Lee, Sharma (A)
National Night Out:	Mohsin, Manassau, Truong, Chen (A)
NBO Awards:	Chen, Manassau, Rosario, Leon (A)
Spring Cleanup Day:	Sharma, Manassau, Bell, Batilo (A)
Town Hall Meeting:	Bell, Gandhi, Leon, Sharma (A)
Tree Planting:	Kathapurkar, Bilbao, Rosario, Mohsin (A)

- XI. Adjournment** – The meeting was adjourned at 8:17 PM to the next meeting of March 1, 2017.